

Chapter 302, Part 8 - Transportation and Temporary Storage of Household Goods

302-8.2(d) - General Limitations and Temporary Storage Time Limit In NOAA, all requests for an extension of temporary storage must be forwarded in writing to the Assistant Administrator of the appropriate Line Office. For review purposes, the request must include the following:

1. Justification for compelling reasons requiring the additional time (not to exceed 90 days), due to circumstances beyond the employee's control.
2. Date temporary storage initially began.
3. A legible, signed copy of the Travel Order (CD-29).

NOTE: Each appropriate authorizing official must retain adequate files in their office for audit purposes. This authority may not be redelegated.

302-8.3(c) - Use of Commuted Rate or Actual Expense Method - The General Services Administration has instituted a centralized Household Goods Traffic Management Program. Under this program, GSA will provide agencies with carrier selections and routings for domestic moves based on cost comparisons between the commuted rate and the actual expense (GBL) method.

A copy of the travel order authorizing the shipment of household goods must be submitted to the Transportation and Property Branch of the appropriate Administrative Support Center with sufficient lead time of approximately 10 working days, to permit that office to obtain a determination from GSA on which method can be used. (NOAA Corps Commissioned Officers are subject to the provisions of the Joint Travel Regulations.)

NOAA policy requires that the Commuted Rate System be used for all employee household goods shipments except when a savings of at least \$100 can be obtained by utilizing the actual expense (GBL) method.

Employees who choose to move themselves may do so. However, the actual costs incurred for the truck rental, material handling equipment, packaging materials, gasoline, toll charges, etc., must be supported by receipts and may not exceed the total amount the Government would spend by using the least expensive GBL method. Also, all loss and damage claims are the direct responsibility of the employee.

302-8.3(c)(4)(ii) and (iii) - Multiple Transfers and Mass Moves -NOAA offices which do not have trained transportation personnel may call on the appropriate Regional Traffic Management Officer for arrangements to take advantage of these Department of Defense and GSA special rates.

302-8.4 - Transportation Outside the Conterminous United States -All overseas shipments (with the exception of those to Hawaii, Alaska, Puerto Rico, and the U.S. Trust Territories) originating in the conterminous United States must be routed through U.S. Department of State, Supply and Transportation Operations Division, 800-424-2947.

For shipments originating outside the conterminous United States you must contact the U.S. Department of State, General Services Officer, at your nearest American Embassy or Consulate.

302-8.4(b) - Weight Limitation - The following weight limitations apply in NOAA where furnished Government housing is provided:

- (1) Married couple - 4,000 pounds plus 500 pounds for each additional dependent, not to exceed a maximum of 7,000 pounds;
- (2) Single - 3,000 pounds.

However, in unusual cases where circumstances warrant, weight up to 18,000 pounds net may be authorized by the Assistant Administrator of the appropriate Line Office. Non-temporary storage at Government expense may be allowed for the difference between the net amount transported and the maximum allowable. Under no circumstances will storage be allowed at an isolated station. No item of furniture may be shipped to an isolated station which duplicates items provided by the Government unless such shipment is determined to be a necessity and authorized in the travel orders.

302-8.4(c) - Use of Parcel Post - Small lot shipments of personal belongings of employees under permanent change of station orders from isolated areas, such as the Pacific Islands and Alaska, should not be made under NOAA mailing indicia. In such cases, the shipments should be made by parcel post (air if no other means available), the postage and insurance paid, and the amount of this expense claimed on the reimbursement voucher.

302-8.5(b) - Allowable Expense for Temporary Storage - Government Bills of Lading (actual expense method) will normally be used for shipments to temporary storage.